



Indiana Department of Education

SUPPORTING STUDENT SUCCESS

MEMORANDUM

TO: Superintendent and Alternative Education Contact

FROM: Sue Foxx, Consultant
Division of Educational Options

SUBJECT: Full-Time Equivalent (FTE) Student Report

DATE: December 7, 2007

The Alternative Education Grant reimbursement requires the submission of a Full-Time Equivalent (FTE) Student Report that records the actual attendance count for **January 1 through December 31, 2007**. The FTE Student Report with the superintendent's original signature must be submitted to the Department by **Friday, January 18, 2008**. Only school corporations that are the fiscal agents for alternative education programs need to complete the report. The alternative education disbursement will occur before March 1, 2008. Since we continue under a reduced allocation, we anticipate that the full-time equivalent student amount will not exceed the \$551.00 per FTE student distributed last year.

Our Program Profile process that consists of your grant (administrator survey), teacher surveys, student surveys, site visits and DOE-AL report continues. Data from these documents is being compiled into individual program profiles that will be posted to the Alternative Education website.

This year, annual summary data will only be reported on the DOE-AL Report so it is imperative that programs use the spreadsheet at <http://www.doe.state.in.us/stn/docs/doe-al.xls> throughout the year. Programs will then need to send the spreadsheet to your STN site administrator who will be able to file the report between May 1, 2008 and July 23, 2008 through the secured Application Center. Information about the DOE-AL report is available at <http://www.doe.state.in.us/stn/welcome.html>. These data have greatly expanded our ability to do individual program or corporation reports that demonstrate the effectiveness of alternative education programs.

Finally, our Division is sponsoring a free half-day workshop on Instructional Strategies presented by Richard Jones from the International Center for Leadership in Education on March 18, 2008 in Indianapolis. We hope you will encourage teachers in your alternative education program(s) to put the date on their calendars. Registration information will be disseminated in January.

Directions for Completing the Full-Time Equivalent Student Report

The Alternative Education Grant reimbursement requires the submission of a Full-Time Equivalent (FTE) Student Report, which records the actual attendance count for **January 1 through December 31, 2007**. The report is completed online at the Division of Educational Options website. The form will be posted to the website on December 7, 2007.

To submit online, go to <http://www.doe.state.in.us/alted/> and click on 'FTE Student Report' in the FIND IT FAST box.

- Enter the school corporation number to access the list of alternative education programs approved for your corporation. Click 'LOGIN'.
- Select the program under 'Initial Submission' for the report you wish to complete and click 'ENTER'.
- Enter the numbers in the appropriate boxes and click 'SUBMIT'. The computer will apply the formula and the calculations will appear on the screen. If an error message appears, check your calculations, make corrections, and resubmit.
- If a program was approved but did not operate, please leave the form blank and click 'SUBMIT'. No calculations will appear and there is no need for the superintendent's signature when you submit it.
- If you need to correct the form after having submitted it, go to 'Edit Submission', select the program you want to edit, and click 'ENTER'. Change the figures and click 'SUBMIT'. The revised calculations will appear.
- Print a copy of the FTE Student Report for each program for the superintendent's signature.
- Mail the FTE Student Report for each approved alternative education program with the superintendent's signature to:
Sue Foxx
Division of Education Options
Indiana Department of Education
Room 229, State House
Indianapolis, IN 46204-2798

To deliver the report(s) in person, come to 151 West Ohio Street, Indianapolis.

- FTE Student Reports must be received or postmarked by **Friday, January 18, 2008**.

If you have any questions, contact Sue Foxx at 317-233-3598 or sufoxx@doe.state.in.us